

Good Idea Request Worksheet

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(For use of this form see USMEPCOM Policy Memo 2-1)

SECTION I SUBMISSION (completed by the submitter)

1. Date Submitted:

2. Submitted By (Name):

3. USMEPCOM Unit (HQ, Sector, MEPS):

4. Area of Improvement:

5. Problem Description:

6. Proposed Change:

7. Resource Impact:

8. Additional Information:

SECTION II ASSIGNMENT (completed by HQ USMEPCOM (MOC))

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9. Assigned Directorate/Special Staff Office:**10. Approved By:****11. Date Approved:****12. Date Returned:****13. Comments:****SECTION III RESOLUTION** (completed by applicable directorate or special staff office)**14. Impact on Other Projects and Programs:****15. Risk Benefit Analysis:**

Block 1 - Date Submitted. Self-explanatory.

Block 2 - Submitted By (Name). Self-explanatory.

Block 3 - USMEPCOM Unit (HQ, Sector, MEPS). Self-explanatory.

NOTE: If additional space is needed for blocks 4 through 8, and blocks 13 through 15, create a Word document, reference the item number, and continue adding additional information.

Block 4 - Area of improvement. Business product or process.

Block 5 - Problem Description. Contains a brief statement of the practice, procedure, task, policy, etc. For example, "applicant testing procedures."

Block 6 - Proposed Change. Describe the change and its benefit.

Block 7 - Resource Impact. Impact on the units,/USMEPCOM's resources (e.g., workforce, money, services).

Block 8 - Additional Information. Electronic attachments may be included.

Block 9 - Assigned Directorate/Special Staff Office. Self-explanatory.

Block 10 - Approved By. Self-explanatory.

Block 11 - Date Approved. Self-explanatory.

Block 12 - Date Returned. Self-explanatory.

Block 13 - Comments. Self-explanatory.

Block 14 - Impact on Other Projects and Programs. Self-explanatory.

Block 15 - Risk Benefit Analysis. Self-explanatory.